

Name: \_\_\_\_\_

Client #: \_\_\_\_\_

## **NOTICE OF HUMAN RIGHTS IN PROGRAMS OPERATED BY THE LOUDOUN COUNTY COMMUNITY SERVICES BOARD**

**Adopted July 1988 and Revised January 20, 2010**

As a service provider licensed and partially funded by the Virginia Department of Behavioral Health and Developmental Services, the Loudoun County Community Services Board is required to notify you of your human rights as established in §37.2-400 of the *Code of Virginia*. Your rights include the right to:

1. Receive treatment which does not discriminate on the basis of race, color, religion, national origin, ethnicity, age, sex, disability, marital status, political affiliation, ability to pay, or sexual orientation;
2. Receive evaluation and treatment and to have such things explained to you;
3. Retain your legal rights as provided by state and federal law which include the right to:
  - Get married, separated, divorced or have a marriage annulled;
  - Sign legal documents;
  - Register and vote;
  - Buy and sell;
  - Enter into contracts;
  - Acquire, retain, and dispose of property;
  - Access legal counsel and the courts;
  - Make a will and execute an advance directive; and
  - Hold a professional, occupational or driver's license;
4. Receive treatment with dignity as a human being and freedom from abuse, exploitation or neglect, including the right to:
  - Be called by your preferred or legal name (Use of a preferred name may be limited if a licensed professional determines that the use of a name will result in harm or have a negative impact on treatment, process, or recovery);
  - Consult with family member or other professional/advocate of your choice in private;
  - Receive general information about program services, policies and rules of conduct in a manner easily understood by you;
  - Obtain help in learning about, applying for, and fully using any public service or benefit to which you are entitled;
5. Receive treatment under the least restricted conditions consistent with your condition (to the extent that such treatment is reasonably available) and not be subject to unnecessary restriction, physical restraint or isolation;
6. Have maximum participation, consistent with your capabilities and capacity, in the development and implementation of your individualized service plan;
7. Have the opportunity for consultation with your private physician at your own expense, except in the case of emergency measures taken to preserve your health;
8. Not be the subject of research or experiments without your prior written and informed consent or that of your authorized representative;
9. As a competent minor, independently seek and consent to services for treatment of mental illness, emotional disturbance or addiction;
10. Access, inspect, copy and amend your records and be assured of their confidentiality (In certain circumstances, your attending psychiatrist or psychologist can limit access, if it would endanger your life or physical safety.);
11. Be paid for work performed for the direct economic benefit of or value to the program or program staff, consistent with the Fair Labor Standards Act;
12. Have an impartial review of violations of your rights under the law and access to legal counsel;
13. Not be denied services because you assert rights protected by the Regulations or any other law; and
14. Receive notification and review these rights annually.

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If you receive **residential** services, you have additional rights which include the right to:

1. Have sufficient and suitable clothing (cost of obtaining and cleaning may be subject to reimbursement by the consumer to the Loudoun County Community Services Board);
2. Receive nutritionally adequate, varied, and appetizing meals;
3. Keep and use your personal belongings;
4. Communicate in confidence with others by mail or telephone and get help in doing so;
5. Receive treatment in a humane, safe and clean setting with reasonable privacy;
6. Practice and participate in religious services to the degree that it does not infringe on the rights of others or present a danger of bodily injury to others;
7. Receive assistance reading or writing mail as needed;
8. Receive or refuse visitors;
9. Have paper, pencil and stamps provided free of charge for at least one letter every day upon request by indigent consumers; and
10. Make local telephone calls within reasonable administrative constraints.

**You may pursue a human rights complaint through:**

- Your primary service provider;
- The supervisor of the program that provides services to you;
- The Loudoun County Community Services Board Executive Director;
- The Regional Human Rights Advocate;
- Appeal to the Local Human Rights Committee; and
- Appeal to the State Human Rights Committee.

The information on this fact sheet is intended to provide you with a general overview of some of your rights as a client receiving services from the Loudoun County Community Services Board. Depending on the type of treatment/service you are receiving, some of your rights may be slightly different. **If you have questions about your rights or believe your rights have been violated, please contact** Christine Shea, Human Rights Coordinator, at (703) 737-8977 or Heidi Gardner, Quality Improvement Manager, at (703) 737-8752.

Human Rights Advocates work to prevent human rights violations and will assist you in filing a complaint if you believe that your rights have been violated. The Human Rights Advocate may be contacted at:

**VA Regional Human Rights Advocate: MARK SEYMOUR**

Address: Box 4000, Staunton, VA 24402-4000  
Telephone: (540) 332-2149  
Toll Free: (877) 600-7437  
FAX: (540) 332-8314

For a copy of the Virginia *Rules and Regulations to Assure the Rights of Individuals Receiving Services from Providers Licensed, Funded or Operated by the Department of Mental Health, Mental Retardation and Substance Abuse Services* please contact **Christine Shea**, Human Rights Coordinator, at (703) 737-8977.

Name: \_\_\_\_\_

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**Loudoun County Community Services Board**  
**NOTICE OF HUMAN RIGHTS AND REMEDIES FOR VIOLATIONS**  
(Must Be Signed Annually)

**A. Confidentiality**

Staff may share confidential information with other staff within the Loudoun County Community Services Board to coordinate services/treatment, get payment for services provided, and complete certain quality assurance activities. The confidentiality of client-specific information is strictly maintained with some exceptions which require or permit disclosure without consent in response to a court order or subpoena, a Medicaid audit, State human rights and licensure reviews, suspected child abuse or abuse of an incapacitated adult and in emergencies to prevent injury or death and to avert a serious threat to the safety to the public or a specifically identifiable person. Substance abuse clients will only be identified as mental health clients in such instances in accordance with Federal law protecting their confidentiality.

**B. As the person signing this form, I acknowledge that I have been given a written copy of the notice entitled “ Notice of Human Rights in Programs Operated by the Loudoun County Community Services Board”. These rights and the procedure for reporting a violation of my rights have been explained to me. I understand that if I believe my rights have been violated and I am unable to obtain resolution through staff review, I can contact an advocate employed by the State Office of Human Rights who will act in my behalf to remedy the violations.**

**CONTACT: MARK SEYMOUR, VA Regional Human Rights Advocate**

Address: Box 4000, Staunton, VA 24402-4000

Telephone: (540) 332-2149

Toll Free: (877) 600-7437

FAX: (540) 332-8314

Date	Signature of client or representative	Signature and provider number (if necessary) of primary service provider	Authority of representative (parent, legal guardian, authorized representative)

**Staff Instructions:** Client or representative and the primary service provider must sign this form **annually**.

**MH/SA Clients:** A copy of the form is given to the client and the **original is turned into Medical Records.**

**DS Clients:** A copy of the form is given to the client and the **original is filed in the client services record by the primary service provider.**